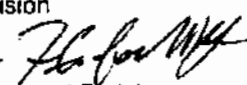




Office of Equal Opportunity
Small Business Development Division
Governmental Center Annex
115 S. Andrews Avenue, Room A-640 • Fort Lauderdale, Florida 33301 • 954-357-6400 • FAX 954-357-6010

MEMORANDUM

DATE: February 26, 2009
TO: Karen A. Ruh, Benefits Manager
Human Resources Division
FROM: Marcia Young, Director 
Small Business Development Division
SUBJECT: Goals for Health Insurance RLI

This project has been designated as a **Diversity and Outreach Commitment Contract** by the Small Business Development Division. While no CDBE goal is assigned due to the absence of subcontractable services on the project, respondents to this RLI will be evaluated on their commitment to CDBE participation, diversity and community outreach. In keeping with the County Commission's commitment to our diverse community, selection committee members are to give priority consideration to otherwise qualified responding vendors that demonstrate this commitment to diversity in their response to the RLI. In order to be considered responsive under this program designation, responding vendors must address each of the following issues:

CDBE Participation: Identification of specific CDBE firm(s) that will be working with the respondent on this project, including the specific extent and nature of the CDBE proposed work, and the percentage of total project costs associated with the participation. If no participation is anticipated or agreed to, in order to be responsive under this point, a good faith effort identifying why no participation is possible must be thoroughly documented, in accordance with standards set forth by the Small Business Development Division Compliance Section, as required under the Community Disadvantaged Business Enterprise Act of 2007 and the Business Opportunity Act of 2004.

Diversity: Respondents shall include information about the diversity of their company, specifically, in terms of employment opportunities accorded to diverse groups within the community. Respondents will also provide information on the diversity of their candidate groups for executive level positions, and the diversity of candidates selected for positions.

Community Outreach: The responding vendor shall submit evidence of its involvement in the economically disadvantaged community. Such evidence may include, but is not limited to, small business sponsored events, purchases made from small businesses, or other disadvantaged community enterprises, internships, scholarship funds targeted to minority and other underserved students, financial contributions and/or providing other corporate resources for minority community projects.

This assessment is based on the Small Business Development Division's examination of the scope of services for this contract, as submitted by the Purchasing Division. Please contact the Small Business Development Division with any questions, at (954) 357-6400.

cc: Patricia G. West, Interim Director, Office of Equal Opportunity
Christopher L. Atkinson, Assistant to the Director, Office of Equal Opportunity
Freddy Justino Castillo, Manager, Small Business Development Division
Ricardo Martinez, Small Business Development Division